

ANNOUNCEMENT NUMBER: 11-01

OPEN TO: All Interested Candidates
POSITION: Human Resources Assistant FSN-9; FP-5*
OPENING DATE: April 7, 2011
CLOSING DATE: Close of Business April 21, 2011
WORK HOURS: Full-time; 40 hours/week
GRADE LEVEL: *Not-Ordinarily Resident: Position Grade: FP-5 to be confirmed by Washington
*Ordinarily Resident: Position Grade: FSN-9

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Damascus is seeking an individual for the position Human Resources Assistant in the Management Section.

BASIC FUNCTION OF POSITION

The incumbent performs a variety of duties in Post's Human Resources Office for the U.S. Mission in Damascus.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Two years post secondary school education is required.

EXPERIENCE: Minimum of three years of progressively responsible experience is required in the field of human resources, administration, or closely related field.

LANGUAGE: Level 4, Fluent, in spoken and written English and Arabic is required. At this level an employee is required to possess a high degree of proficiency in both written and spoken English and Arabic. The employee should be able to translate Arabic into precise and correct English, and English into precise and correct Arabic. On occasion, the employee might be expected to act as interpreter in situations where considerable importance is attached to proper word meaning.

ABILITIES: The abilities to read and understand post's FSN Handbook and policies, to organize and follow up on all work assignments and to draft correspondence in English that clearly presents the facts relating to injury or disability claims are required. The incumbent must also have excellent computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Access, and PowerPoint.)

The incumbent must be tactful but effective in dealing with employees and officials regarding medical hospitalization matters and possess a high degree of discretion when dealing with personal matters.

Level II typing ability (40 words per minute) in English and good typing ability in Arabic are required. Ability to work under pressure and set priorities in order to handle a variety of tasks are required. Good interpersonal relations skills are essential.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the above required qualifications in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen Eligible Family Members (EFMs) who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:

- **Include Vacancy No. in your application.**
- **Applications and a copy of the Syrian ID card or legal residency & work permit.**
- **A copy of school/university certificate.**
- **Proof of previous work experience(s) required.**

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Damascus
2, Al-Mansour Street
P.O. Box 29
Damascus – Syria
Fax No. (963-11) 3391-3311

DEFINITIONS

1. **Appointment eligible family member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA) or a temporary appointment (TEMP) provided that **all** of the following criteria are met:
 - (1) Is a U.S. citizen; **and**
 - (2) Is the spouse or domestic partner of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
 - (3) Is listed on the travel orders, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; **and**
 - (4) Is residing at the sponsoring employee's post of assignment abroad; **and**
 - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
2. **Eligible Family Member (EFM):** Family members at least 18 years of age listed on the travel orders of a Foreign Service or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under chief of mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** An MOH is a person who: (1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign Service or Civil Service employee or uniform service member permanently assigned to or stationed abroad at a U.S. mission; **and** (2) Has been declared by the sponsoring employee to the chief of mission as part of his/her household; **and** (3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** An individual who is either a citizen of the host country, or a citizen of another country (including the U.S.) who has legal permanent resident status in the host country and has the required work and/or residency permits for employment in the host country.
5. **Not-Ordinarily Resident (NOR):** An individual who is a non-host country citizen who is not ordinarily resident in country and may legally work at a U.S. diplomatic or consular post. Typically NORs are U.S. Citizen EFMs of Foreign Service, Civil Service, or uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Damascus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.